

Associate Fiscal Analyst

JOB FAMILY DEFINITION

This classification falls within the Fiscal Analysis Job Family encompassing a range of work in which incumbents are responsible for providing analysis, oversight, and reporting for the finance, accounting, budget, revenue and collections, trust and treasury, and contracting functions of the Judicial Council and on behalf of client courts. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing paraprofessional level analysis, consultation, account review, maintenance, reconciliation, and reporting work for finance, accounting, budgeting or contracting functions of the Judicial Council and on behalf of client courts.

Work assignments in the accounting function involve recording, reviewing and reporting financial records for revenues, payroll and information such as receivables and fixed assets; and/or verifying eligibility of claims for various programs/funds including, but not limited to, the most complex accounts payable transactions, reviewing encumbrances to relieve funds, contract monitoring for expenditure and compliance, and providing related consultation.

Work related to the budgeting function includes analytical and technical budgeting support for offices and programs with simple revenue sources/funds, and/or supporting higher level analysts in maintaining various schedules and managing Personal Services Reports (PSR) for various Judicial Council offices. Duties may include coordination of shared services contracts (which may include, but is not limited to, shared facilities billings or outsourced IT services).

Work assignments in the contracting function include conducting contract/vendor related research, fielding questions, preparing and coordinating bid documents and approval, and supporting higher level contract analysts in drafting Request For Proposal (RFP) documents, contracts and amendments.

DISTINGUISHING CHARACTERISTICS

The Associate Fiscal Analyst is distinguished from the Fiscal Analyst in that the latter performs professional, journey-level, analytical, budgeting, reporting, and reconciliation work and handles more complex accounts/funds, offices and programs for the Judicial Council and on behalf of client courts. Work performed by the Fiscal Analyst class involves wider organizational impact and a deeper analytical and/or consultative focus compared to the Associate Fiscal Analyst's paraprofessional level of research, analysis, and customer service.

The Associate Fiscal Analyst may work with higher-level analysts as part of a team or in collaboration efforts to complete assigned work.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Tracks, reviews, researches, and records transactions including, but not limited to the most complex accounts payable (real estate, facilities, and construction related), receivables, fee collections, fixed assets, construction and facilities related payments and invoices; recommends for approval.
- Prepares and reconciles journal entries; performs monthly or year-end closing of assigned accounting module, including but not limited to, receivables, accounts payable, or fixed assets; identifies, researches, and corrects accounting errors related to these; generates related reports.
- Tracks, records, and reports on expenditures, fixed assets, capital projects, and facilities related funds and projects, as assigned.
- Audits and reviews real estate and facility maintenance transactions including property acquisition and tenant improvement agreements.
- Collaborates with internal and external staff, and provides guidance to external staff related to operating fund cash requirements, fixed assets, complex accounts payable and receivable, and facilities and property management issues and questions.
- Tracks and monitors shared services contract expenditures (invoices) and revenues (billings) against budgeted amounts; reports anomalies and trends for areas such as, but not limited to, shared facilities/space, utilities, and contracted information technology services, as assigned.
- Monitors special accounts for improper use and cash availability.
- Analyzes, compiles, and calculates monthly/quarterly rent expenditures based on the annual lease allocation.
- Reviews, compiles, and projects periodic program expenditures.
- Maintains financial records and documentation.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff, as assigned.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned to capital funding, budgeting or IT outsourced contracts may be responsible for:

- Reviewing and processing vendor invoices, partner agency statements, and shared cost invoices to ensure contract expenditures and revenues align with budget;
- Compiling costs and charges and performing limited scope analysis to determine historical and projected costs;
- Monitoring contract expenditures against encumbered amounts, forecasting expenses, and establishing shared costs and outsourced contract amounts;
- Researching and resolving invoice discrepancies;
- Reviewing contract requisitions to ensure alignment with adopted budget amounts, as assigned;
- Calculating payments and cost estimates, as assigned; and
- Assisting with overall budget development, PSRs and various schedules.

Positions assigned to contracting may be responsible for:

- Conducting contract/vendor related research and fielding contract related questions.
- Preparing and coordinating approval and posting of bid documents; and
- Supporting higher level contract analysts in drafting RFP documents, contracts and amendments.

Positions assigned to payroll may be responsible for:

- Preparing and recording payroll data for courts, as assigned;

- Serving as a backup to Fiscal Analysts for tax deposits for Phoenix courts;
- Performing payroll cash/liability account maintenance for courts; may perform benefits reconciliation as needed;
- Preparing and processing monthly and fiscal year-end entries;
- Completing banking activities for payroll disbursements, rejections, stop payments, and reversals;
- Assisting on finance related system tickets, issues, and enhancements;
- Preparing and releasing vendor payments; and
- Providing payroll related support and advisory services to assigned courts.

Positions assigned to trust accounting may be responsible for:

- Serving as trust leads for less complex courts, as assigned;
- Reviewing and analyzing daily cash reports (DCR);
- Performing individual court DCR adjustments, as needed;
- Initiating and reviewing electronic funds transfers;
- Processing and reconciling deposits;
- Processing and reviewing trust disbursements and calculating related interest;
- Reconciling general ledger accounts for less complex courts;
- Providing less complex and ad-hoc training to courts as needed;
- Processing individual court journal entries and adjustments;
- Drafting procedures and updates; and
- Providing consultation services including recommendations and guidance regarding accounting parameters, controls, and system related aspects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in business, finance, accounting, or a directly related field that would provide the knowledge and skills necessary for the assigned area. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as a Fiscal Services Coordinator working in the procurement or accounting function with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Services Coordinator in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Principles, practices, and methods of governmental accounting, as assigned;
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), as assigned;
- Property management accounting, as assigned;
- Principles, practices, and methods of public budgeting, as assigned;

- Basic contracting and procurement principles, as assigned;
- Basic cash management and investment principles, as assigned;
- Tracking expenditures against allowable expenses;
- Cost benefit evaluation methods;
- Use of automated financial systems involving financial record keeping and report generation;
- Principles and techniques of preparing a variety of effective written material including business letters;
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems;
- Business mathematical concepts;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN:

- Reviewing financial documents including, but not limited to, contracts and agreements, for verifying eligibility of expenses, accuracy, and completeness;
- Monitoring expenditures and revenues;
- Basic forecasting and projection of expenditures;
- Reconciling expenditures and revenues to budget, as assigned;
- Organizing, researching, and maintaining financial records;
- Preparing financial documents and/or statements;
- Effectively responding to inquiries and requests;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assignments;
- Providing attention to detail;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*